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Approved For Release 2004/02/19 : CIA-RDP80M00165A001000240003-5

Executive Secretary
77-6804

17 March 1977

MEMORANDUM FOR: DDI

INFO : DDCI
DDA

SUBJECT : Support to Treasury Executive Secretariat

1. Mrs. Jeanne Davis, formerly NSC Staff Secretary and now at Treasury advising them on the establishment of a Secretariat, phoned me last night to say that Secretary Blumenthal has approved the establishment of a Secretariat along the lines recommended by Jeanne. Noting how pleased she was with the performance of Agency detailees to the NSC, she went on to say that there are three positions she needs to fill: a senior editor (GS-13 to 15) who is willing to work 0400 to 1200 shift and two analyst/writers (GS-11 to 13) who are willing to work shifts.

2. She said she would not ask us to fill all three, but perhaps two positions of our choice. She explained what they would be doing, and as near as I can tell, they would be developing a daily publication which would be similar to a merger of our DCI Daily Journal and a cable summary. Before raising this "officially," she asked for an interim appraisal of our willingness. [] is aware of this need.

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3. Please review and advise the DDCI. I told Jeanne that [] would phone an interim response as soon as possible.

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[]

B. C. Evans
Executive Secretary

cc: AO/DCI

ES/sfk

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